

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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*****VACANCY ANNOUNCEMENT*****

POSITION: **DREAMS Director**
Program: Developing Responsible Employees Aptitude and Marketing Success
Department(s): Labor
LOCATION(S): Concho, OK
Job Status: Full Time
Exemption Status: Exempt
Reports to: Executive Director of the Department of Labor
Positions Supervised: DREAMS Service Manager, DREAMS Office Manager and Training Specialist
Issue Date: September 9, 2022 **Closing Date:** Until Filled

BASIC PURPOSE:

Under the direct supervision of the Executive Director of the Department of Labor, the DREAMS Director plans, directs, and manages the Cheyenne and Arapaho Tribes Developing Responsible Employees Aptitude Marketing Success (DREAMS) Program designed to provide employment and training opportunities for Native Americans. Responsible for developing, administering, and evaluating the Tribes' DREAMS Program Public Law 102-477 Plan encompassing grants, contracts. Responsible for coordinating all other DREAMS activities in addition partnering with the TERO Program.

TYPICAL FUNCTIONS:

- Plan, develop, and administers program budget, review all financial and static reports as required by funding agreement(s) relating to employment and training.
- Establishes partnerships with organizations through Memorandum of Understandings (MOU) creating career pathways for the DREAMS Program.
- Maintain and implement all administrative policies and procedures to be in compliance with the Cheyenne & Arapaho Tribes Policies.
- Keep records of financial transactions for all program expenses.
- Supervises DREAMS Service Manager and DREAMS Office Manager and DREAMS Training Specialist.
- Carries out other duties as assigned by the Executive Director of the Department of Labor as they relate to the position.
- Network with other Tribal, State and Local

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of employment and training needs among Native Americans.
- Knowledge of placement in program components and activities.
- Skilled in preparing statistical reports.
- Must be skilled in operating various types of office equipment.
- Experience working with non-Indian communities.
- Customer service skills for clients and employment and training partners.
- Ability to establish working relations with local, state, federal and other tribal agencies relevant to programmatic goals.
- Ability to communicate effectively orally and written.
- Ability to create project timelines to ensure programmatic success.
- Ability to work well under pressure due to time elements.
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, tribal employees.
- Must be willing to work beyond the normal working hours if necessary.

MINIMUM QUALIFICATIONS:

Education Required: Bachelor's Degree (four-year college or university). A combination of education and experience may be considered as a substitute for degree requirement.

Experience Required: Five (5) years' experience with federal, state, or tribal government.

Computer Skills: Must have basic computer skills

Certificates & Licenses:

- Must possess a valid Oklahoma State Drivers

Special Requirements

- Must be able to pass a O.S.B.I. Background Investigation.
 - Must have dependable transportation
 - Must pass drug and alcohol testing.
 - Cheyenne-Arapaho Preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov